



# Department of Defense INSTRUCTION

NUMBER 1304.3

July 29, 1964

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Administrative Reissuance Incorporating through Change 3, July 6, 1989

ASD(M&RA)

SUBJECT: Reenlistment Rate Reports

References: (a) Department of Defense Occupational Conversion Table (Enlisted) authorized by DoD Instruction 1312.1, "DoD Enlisted and Officer Occupational Conversion Tables," December 23, 1968  
(b) DoD Instruction 1304.3, "Reenlistment Rate Report," July 13, 1956 (hereby cancelled, effective August 1964)

## 1. PURPOSE AND APPLICABILITY

1.1. This Instruction provides for revised monthly, semi-annual and annual reports on enlisted personnel separations, reenlistment and reenlistment rates. These data are required, among other purposes, for: (1) personnel planning and Program review, (2) analysis of the career attractiveness of military service, and (3) releases to the press, Congressional committees and other interested agencies.

1.2. Its provisions apply to the Military Departments.

## 2. POLICY

2.1. All requests originating outside of the Military Departments for data concerning reenlistment rates will normally be answered by reference to the reenlistment rates provided under this Instruction. The rates established by this Instruction shall also be normally used in military personnel programs and related submissions to the Office of the Secretary of Defense and outside agencies.

2.2. The "Unadjusted Reenlistment Rate" and "Adjusted Reenlistment Rate" as herein defined will be clearly specified in quotation of rates. When released outside

DoD it is desirable that the rates be defined.

2.3. This Instruction does not preclude the use of different methods of computing reenlistment rates or factors within each Service, as deemed necessary for internal administrative or planning purposes, provided that such variant rates are clearly identified as for internal Service use only.

### 3. DEFINITIONS

The following definitions are established for use in reports prescribed under this Instruction and for release of reenlistment rates outside the Department of Defense.

3.1. First Term Regular: Individual serving on an initial term of service in the regular component of a Service, including those with prior active service in a nonregular component of the same Service (e.g., as a reservist or inductee). An individual serving on an initial term of service in the regular component of a Service who has less than 24 months of prior active duty with another Service will also be considered a first term regular.

In the event that available statistical records do not permit a direct classification of "first term regular" in accordance with the preceding definition, enlisted personnel may be so classified if they have completed four years or less of service for pay purposes.

3.2. Career Regular: Individual serving on active duty in the regular component for a second or subsequent term of service or on an extended tour for which a reenlistment bonus was paid. An individual serving on an initial term of service in the regular component of a Service with at least 24 months of prior active duty with another Service will be considered a career regular. If the number of such individuals is not significant, they may be classified as first term regulars.

An alternative criterion, for the purpose of this report, shall be the completion of more than four years of active service for pay purposes. In Air Force, reserve volunteers on active duty may be classified as career regulars.

3.3. Inductee: Individual inducted into service as result of call placed with the Selective Service System. (Reports are not required for the limited numbers of inductions for unsatisfactory reserve participation, etc.).

3.4. Term of Service: The period of active military service to be served under enlistment contract or term of induction by an enlistee or inductees respectively.

3.5. Date of Expiration of Term of Service (ETS): Date of completion of term of service as enlistee or inductee. For purposes of this report, personnel actions occurring within three calendar months prior to ETS may be considered as "at ETS." Individuals on indefinite terms of enlistment who resign and reenlist immediately shall be considered as "ETS" reenlistments.

3.6. Total Separations: Enlisted losses from active forces strength for all causes, without regard to reenlistment eligibility or subsequent reenlistment action. Separations include, but are not necessarily limited to: deaths, retirements, discharges (medical, expiration of enlistments, disciplinary, unsuitable, inept, etc.), dropped from rolls, transfers (out of enlisted status, between components of same Service, to another Service), release to inactive duty in reserves, discharge prior to expiration of term of service, and end of involuntary retention on active duty.

3.7. Separations, Eligible to Reenlist: Separations of individuals who, under current Service policies, are eligible (or available) for reenlistment in the regular components.

3.8. Early Discharge Separatees: Separatees eligible to reenlist who were released before expiration of their term of service under provisions of early release programs. Excludes persons given early discharges for the purpose of immediate reenlistment, and early discharges of overseas returnees, etc., with less than three months of retainability until ETS.

3.9. Reenlistment: Entry into active duty in the regular component of individuals with prior military service, either as regulars or as inductees of the same Service, either immediately or within 90 days after separation from a prior tour of active duty. An extension of a tour of duty for a period of time sufficient to qualify an individual for a reenlistment bonus shall be counted as a reenlistment. An individual serving on an extended tour of this type shall be considered a careerist. Such an extension shall not be counted as a reenlistment until an individual fulfills his original enlistment contract and enters on the extended tour. Excluded from reenlistments are extensions for periods of time which are not sufficient to qualify an individual for a reenlistment bonus, enlistments in or from the Reserves or National Guard, enlistments in a Service of individuals with prior service only in another Service, and reenlistments of individuals more than 90 days after date of separation.

3.10. Unadjusted Reenlistment Rate: Ratio of total reenlistments occurring in a given period to total separations, eligible to reenlist, occurring in the same period.

This ratio is expressed as a percentage (i.e., multiplied by 100), for convenience in presentation.

The Unadjusted Reenlistment Rate is most appropriately used for short-range personnel plans, for current analysis of personnel procurement operations and for other purposes where a direct relation with current personnel strengths and personnel actions is required.

3.11. Early Separations for Reenlistment: Separations prior to expiration of term of service for purpose of immediate reenlistment, as provided under service regulations.

3.12. Adjusted Reenlistment Rate: A modified reenlistment rate designed to measure the net reenlistment yield from a group of separatees who would normally complete a term of service in a given period. Unadjusted rate adjusted to exclude effects of: (1) early separations for immediate reenlistment, (2) other early discharges of eligibles (i.e., eligible to reenlist under current Service policies but separated more than three months before ETS under early release programs for strength control purposes), and (3) the effect of mass involuntary retention on active duty beyond original ETS date (such as under Joint Resolution, PL 87-117 dated August 1, 1961). The Adjusted Reenlistment Rate is computed as outlined in Item 17 Format I.

The Adjusted Reenlistment Rate is designed for use in analysis of trends in the career attractiveness of military service and for longer-range personnel planning, rather than for current administrative or operating purposes.

3.13. DoD Occupational Group: Two-digit occupational groups as listed in reference (a).

3.14. Ineligible to Reenlist - Discharge for Cause: The Discharge for Cause category listed on Format IV covers the wide range of discharges required under service regulations, varying from punitive and undesirable discharges, through unsuitability and inaptitude, to illegal enlistments, minority, marriage, etc.

3.15. Interservice and Intraservice Transfer: Separations from enlisted status to enter officer candidate training programs, enter duty as an officer, etc., either in the same service or another service.

#### 4. RECORD KEEPING

Reenlistment record keeping requirements under this Instruction should permit computation of the Adjusted Reenlistment Rates required on monthly reports on Format I. Similar adjustment data (i.e., as required for items 13 and 14 on Format I) by two-digit occupational groups will be developed historically to the extent feasible from existing machine records, and will be maintained current for future periods, to permit reporting of Adjusted Reenlistment Rates by occupational group on Format II beginning no later than on the report for the first six months of Fiscal Year 1966. In addition, should there be occasion in the future for involuntary extensions of tours of active duty, necessary records will be developed to provide adjustments (as indicated in items 15 and 16 for Format I) and for the two-digit occupational groups reported on Format II.

In the event that the trends in the adjusted reenlistment rates are significantly distorted by unusual personnel situations, not provided for in this Instruction, action may be initiated by the Service concerned or by the Directorate for Statistical Services, acting for OASD(M&RA), to effect a memorandum revision in reporting of the adjusted rates, in order to more accurately reflect the longer-range reenlistment trend. Such revisions shall only be made if concurred in by both the service concerned and by OSD, and shall be clearly annotated in any published rates.

## 5. INFORMATION REQUIREMENTS

Each service will submit 4 copies of the monthly, semiannual, and annual reports required - Formats I, II, III, IV, and V, attached - within 50 days after the end of the period reported, to the Directorate for Statistical Services, OASD(Comptroller), as prescribed below.

5.1. Format I. Monthly reports providing "Unadjusted" and "Adjusted" reenlistment rate data by personnel category beginning with report for the month ending March 31, 1968.

Beginning March 31, 1968, and continuing every third month thereafter, each Service shall also submit Format I accumulated for the preceding three-month period, for each of three racial categories: Caucasian, Negro, and other than Caucasian or Negro. If all data elements required for these additional submissions are not immediately available, modified reports may be submitted until the beginning of Fiscal Year 1969.

5.2. Format II. Semi-annual report providing cumulative data for first six

months and total fiscal year with detail by DoD Occupational Group, beginning with the report for the period ending December 31, 1964. Separate reports are required for "First Term Regulars," "Career Regulars," and "Inductees" where applicable. Adjusted reenlistment rate data will first be required on reports for the period ending December 31, 1965. In addition, for the semi-annual periods ending December 31, 1964 and June 30, 1965, each service will submit unadjusted reenlistment rates for first term regulars, career regulars, and inductees classified by the occupation groups specified in this Instruction.

5.3. Format III. Semi-annual report providing reenlistment rate data by personnel category and pay grade.

5.4. Formats IV and V. For Format IV, annual reports of ineligibles by personnel category and reason for ineligibility, beginning with a report for Fiscal Year 1965. For Format V, annual report providing the total number of separations by type of separation, beginning with a report for Fiscal Year 1965.

5.5. *The reporting requirements prescribed in this Instruction have been assigned Report Control Symbols:*

<i>DD-FM&amp;P(M)850</i>	<i>Section 5.1. (Format I)</i>
<i>DD-FM&amp;P(SA)622</i>	<i>Section 5.2. and 5.3.</i>
<i>DD-FM&amp;P(A)623</i>	<i>Section 5.4.</i>

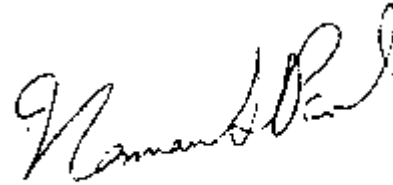
*Report Control Symbol DD-M(M)621 is hereby canceled.*

## 6. IMPLEMENTATION

In lieu of request for copies of Service regulations or instructions implementing all provisions of this report Instruction, such implementing regulations will be forwarded only upon specific request from the Directorate for Statistical Services to audit compliance with this Instruction.

7. EFFECTIVE DATE

This Instruction is effective 1 July 1964.

A handwritten signature in black ink, appearing to read "Norman B. Paul". The signature is written in a cursive, flowing style.

Assistant Secretary of Defense  
(Manpower)

Enclosures - 5

1. Format I
2. Format II
3. Format III
4. Format IV
5. Format V





## E2. ENCLOSURE 2

## FORMAT II

SEMI-ANNUAL REPORT ON REENLISTMENT RATES BY DOD  
OCCUPATIONAL GROUP

Service \_\_\_\_\_ Category \_\_\_\_\_  
 Report for 6-Months or FY Ending \_\_\_\_\_ Report Preparation Date \_\_\_\_\_

DoD Code and Occupational Group	Unadjusted Rate				Adjusted Rate		
	Total Separa- tions	Elig. to Reenl.	Reen- list- ments	Rate %	Elig. to Reenl.	Reen- list- ments	Rate %
TOTAL							
0 <u>Infantry, Gun Crews and Allied Specialists</u>							
01 <u>Infantry</u>							
02 <u>Armor and Amphibious</u>							
03 <u>Combat Engineering</u>							
04 <u>Artillery, Gunnery and Rockets</u>							
05 <u>Combat Air Crew</u>							
1 <u>Electronic Equipment Repairmen</u>							
etcetera							
X <u>Unclassified</u>							

Column totals will agree with cumulative totals on Format I for comparable dates.

## E3. ENCLOSURE 3

FORMAT III  
SEMI-ANNUAL REPORT ON UNADJUSTED REENLISTMENT RATES BY PAY  
GRADE

Service \_\_\_\_\_ Report for 6 Month Period Ending \_\_\_\_\_ Report Preparation Date \_\_\_\_\_

	Pay Grade									
	Total	E-9	E-8	E-7	E-6	E-5	E-4	E-3	E-2	E-1
<b>TOTAL REGULARS:</b>										
Separatees eligible to reenlist										
Reenlistments										
Reenlistment Rate										
<b>First Term Regulars</b>										
Separatees eligible to reenlist										
Reenlistments										
Reenlistment Rate										
<b>Career Regulars</b>										
Separatees eligible to reenlist										
Reenlistments										
Reenlistment Rate										
<b>INDUCTEES:</b>										
Separatees eligible to reenlist										
Reenlistments										
Reenlistment Rate										

Total column entries will agree with fiscal year cumulative totals reported on Format I.

E4. ENCLOSURE 4

FORMAT IV  
ANNUAL REPORT ON SEPARATEES NOT ELIGIBLE TO REENLIST BY  
REASON NOT ELIGIBLE

Service \_\_\_\_\_ Report for FY \_\_\_\_\_ Report Preparation Date \_\_\_\_\_

Reason not Eligible	REGULARS			I.
	Total	First Term	Career	
1. TOTAL SEPARATEES (2 + 3)				
2. Eligible to Reenlist				
3. Not Eligible to Reenlist (Sum 4 - 13)				
4. Death				
5. Retirement, Including Transfer to Fleet Reserve				
6. Disability, other than retirement				
7. Desertion or Dropped from Rolls				
8. Discharge for Cause				
9. Hardship, Dependency, Own Convenience				
10. Intra-service and inter-service Transfers				
11. Early Release - Ineligibles				
12. Ineligible at Expiration of Term of Service				
13. Undetermined				

Entries in Items 1, 2 and 3, will agree with cumulative totals for fiscal year reported in Items 1, 3 and 2 on Format I, respectively.

E5. ENCLOSURE 5FORMAT VANNUAL REPORT ON TOTAL SEPARATIONS BY TYPE OF SEPARATION\*

Service _____	Report for FY _____	Report Preparation Date _____
Type of Separation		
Total		
Honorable		
General (Under Honorable Conditions)		
Undesirable		
Bad Conduct		
Dishonorable		

\*Total of all enlisted separations, i.e., Regular, Reserve, Inductee.